

Completing Step 2 of the Reasonableness Test Criteria in Order to Determine the 20% Limit on Clerical/Administration

This procedure is meant to clarify Step 2 of the Reasonableness Test Criteria (RTC). Step 2 requires each claiming unit to limit the number of Clerical/Administration positions in the Participant Universe for a given invoice to no more than 20% of the total number of Provider/Special Education Professional/Support Staff in the Participant Universe for that invoice.

In order to reach this 20% limit, each LEA must refer to the Time Survey Participant Universe Authorized Positions list and begin by:

Step 1) Identifying the total number of positions in each category of job classification.

Then using that calculation:

Step 2) Identify the total number of positions the can be categorized under Groups 1, 2, & 5.

Step 3) Identify the total number of positions that can be categorized under Groups 3 & 4.

Then using the totals from Step 2 and Step 3

Step 4) Divide the total number of Groups 3 & 4 by the total number of Groups 1, 2, & 5.

The result will be the percentage of Clerical/Administrative positions in the Participant Universe. If the resulting figure is less than or equal to 20% or 0.2, the Participant Universe complies with the RTC.

If the resulting figure is greater than 20% or 0.2, the LEA must work to eliminate a number of positions in Groups 3 & 4 in order to achieve the 20% limit, or attach an explanation to the RTC Certification form for the excess percentage.

Add all positions in Groups 1, 2, & 5

Add all positions in Groups 3 & 4

Total Positions Groups 3 & 4

_____ must be equal to or less than 20%

Total Positions Groups 1, 2, & 5